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Get up to speed fast
And start improving proficiency!

DTS *Headlines*

FREE Tutorials at Defensetravel.osd.mil

Defense Travel System

Who is eligible to use DTS for TAD/TDY Orders?

Active Duty
Active Reserve
Civil Servants (GS)
NAF Employees

Additionally:
Reservists - IDT ONLY for local voucher -
Reservists on ADOS-PCS more than 30 days

What's new

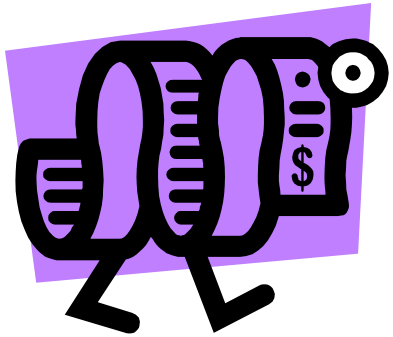
MCO 4650.39 - DTS Order (expect update soon)

Separation of Duties - One role per person

Navy Audit - brought special attention to DTS

- Finance in Voucher Routing

DTS Vouchers & Finance Office



- Finance approving all MFR Vouchers
  - Transitioned slowly over 15 months; completed June 2012.
- TRENDS
  - Missing receipts
  - TAD to Base & not utilize lodging, no CNA statement
  - Airfare & CTO fee is not accurate
  - Baggage

outing List in DTS

- Vouchers route through Finance for APPROVAL
- Unit ODTAs maintain (except level 10, 27 & 28)
- DTS Program Office maintains:
  - DMO and Finance in routing lists

DMO in Routing List

Edit	Document Type	Document Status	Signature Name	Level	Process Name
Update Remove	Authorization	CTO SUBMIT	**CTO SUBMIT	2	BYPASS PNR
Update Remove	Authorization	CTO BOOKED	**CTO BOOKED	3	BYPASS PNR
Update Remove	Authorization	REVIEWED	RICHARD C SCOTT	10	TRAVEL MODE ROUTE
Update Remove	Authorization	REVIEWED	SULAV THAPA MAGAR	10	TRAVEL MODE ROUTE
Update Remove	Authorization	REVIEWED	CALVIN BROWN	10	TRAVEL MODE ROUTE
Update Remove	Authorization	REVIEWED	JEREMY D BROWN	10	TRAVEL MODE ROUTE
Update Remove	Authorization	REVIEWED	MATTHEW A CHRISTIAN	10	TRAVEL MODE ROUTE
Update Remove	Authorization	REVIEWED	LITANYA STOVALL	10	TRAVEL MODE ROUTE
Update Remove	Authorization	REVIEWED	ALEXANDER MCCRAY	10	TRAVEL MODE ROUTE
Update Remove	Authorization	REVIEWED	ERIK V MARTIN	10	TRAVEL MODE ROUTE
Update Remove	Authorization	REVIEWED	KERRY S SIBLEY	10	TRAVEL MODE ROUTE
Update Remove	Authorization	REVIEWED	BRANDON T ROBINSON	10	TRAVEL MODE ROUTE

Voucher Routing List

Update Remove	Voucher	REVIEWED	JOSEPH A ROCA	27	
Update Remove	Voucher	REVIEWED	CRISTHIAN S BAILON CUEVA	27	
Update Remove	Voucher	REVIEWED	JOHNNY W STARNES	27	
Update Remove	Voucher	REVIEWED	DARON E JONES	27	
Update Remove	Voucher	REVIEWED	JESSICA M HILL	27	
Update Remove	Voucher	REVIEWED	ASHLEY N GLEGOLA	27	
Update Remove	Voucher	REVIEWED	DENTON J HALE	27	
Update Remove	Voucher	REVIEWED	DARIUS L FREDERICK	27	
Update Remove	Voucher	REVIEWED	BRIANA L HARPER	27	
Update Remove	Voucher	REVIEWED	RYAN K MOORE	27	
Update Remove	Voucher	REVIEWED	CHRISTOPHER T HOLTZINGER	27	
Update Remove	Voucher	REVIEWED	ALEX S WASHINGTON	27	
Update Remove	Voucher	REVIEWED	JOHN R BRYANT	27	
Update Remove	Voucher	REVIEWED	ISRAEL MOTA	27	
Update Remove	Voucher	REVIEWED	JERAD C LINDSEY	27	
Update Remove	Voucher	REVIEWED	JAMES E GLOBKE	27	
Update Remove	Voucher	REVIEWED	AARON J SCOTT	27	
Update Remove	Voucher	REVIEWED	JEREMY D MEACHAM	27	
Update Remove	Voucher	REVIEWED	NATHAN W KEMPLE	27	
Update Remove	Voucher	REVIEWED	FERNANDO VALDEZ	27	
Update Remove	Voucher	REVIEWED	ANDREW J WENZEL	27	
Update Remove	Voucher	REVIEWED	KEVONTE M PULLIAM	27	
Update Remove	Voucher	REVIEWED	DAVID A BUSH	27	
Update Remove	Voucher	REVIEWED	DEVIN M PATLAN	27	
Update Remove	Voucher	REVIEWED	JEREMY RIVERA	27	
Update Remove	Voucher	REVIEWED	JESSICA M GEDDIES	27	
Update Remove	Voucher	REVIEWED	KE ZHANG	27	
Update Remove	Voucher	REVIEWED	KENDRA L JOHNSON	27	

Voucher Routing List cont.

Update Remove	Voucher	APPROVED	DANIEL V TERIELE	28	
Update Remove	Voucher	APPROVED	PAUL BRISENO	28	
Update Remove	Voucher	APPROVED	JAMES M WILSON	28	
Update Remove	Voucher	APPROVED	EBONI R DITIMUS	28	
Update Remove	Voucher	APPROVED	RACHEL J ALLEN	28	
Update Remove	Voucher	APPROVED	PATRIC M ZIMMERMAN	28	
Update Remove	Voucher	APPROVED	LUKE T WEST	28	
Update Remove	Voucher	APPROVED	DOUGLAS M HOELSCHER	28	
Update Remove	Voucher	APPROVED	LUIS A LOPEZ	28	
Update Remove	Voucher	APPROVED	TONY L CALLISON	28	
Update Remove	Voucher	APPROVED	TAYLOR D WHITE	28	
Update Remove	Voucher	APPROVED	PATRICK J FREDERICK	28	
Update Remove	Voucher	APPROVED	CHRISTY D KNOTT	28	
Update Remove	Voucher	APPROVED	LESTER K HARRIEN	28	
Update Remove	Voucher	APPROVED	CARRIE L RIETH	28	
Update Remove	Voucher	APPROVED	JORGE JANNEAU	28	
Update Remove	Voucher	APPROVED	DANIEL C ROBINSON	28	

NOTICE

DO NOT remove any personnel from DMO or Finance in routing lists (level 10, 27 & 28).

DTS Regulation, Roles, & Retention

- MCO 4650.39
  - Separation of Duties
  - Report Management
- ODTA, FDTA, DMM, NDEA & Routing Officials
  - DD FORM 577
  - Certifying Officer's Legislation (COL) and Refresher
  - Travel Policies Training
- Memorandum Fiscal Services (MFS)
  - Electronic Retention Tool (Fiscal has access to upload)

DD577

SECTION I - FROM: COMMANDER/APPOINTING AUTHORITY

1. NAME *(First, Middle Initial, Last)*	2. TITLE	3. DOD COMPONENT/ORGANIZATION

4. DATE *(YYYYMMDD)*	5. SIGNATURE

SECTION II - TO: APPOINTEE

6. NAME *(First, Middle Initial, Last)*	7. SSN	8. TITLE

9. DOD COMPONENT/ORGANIZATION	10. ADDRESS *(Include ZIP Code)*

11. TELEPHONE NUMBER *(Include Area Code)*	12. EFFECTIVE DATE OF APPOINTMENT *(YYYYMMDD)*

13. POSITION TO WHICH APPOINTED *(X one)*

☐ CERTIFYING OFFICER ☐ ACCOUNTABLE OFFICIAL ☐ OTHER *(Specify)*

14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY SHOWN ABOVE. YOUR RESPONSIBILITIES WILL INCLUDE:

SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in the box below.

16. PRINTED NAME *(First, Middle Initial, Last)*	17. SIGNATURE

SECTION IV - TERMINATION OF APPOINTMENT

		18. EFFECTIVE DATE *(YYYYMMDD)*	19. APPOINTEE INITIALS
☐	The appointment of the individual named above is hereby revoked.		

20. NAME OF COMMANDER/APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE

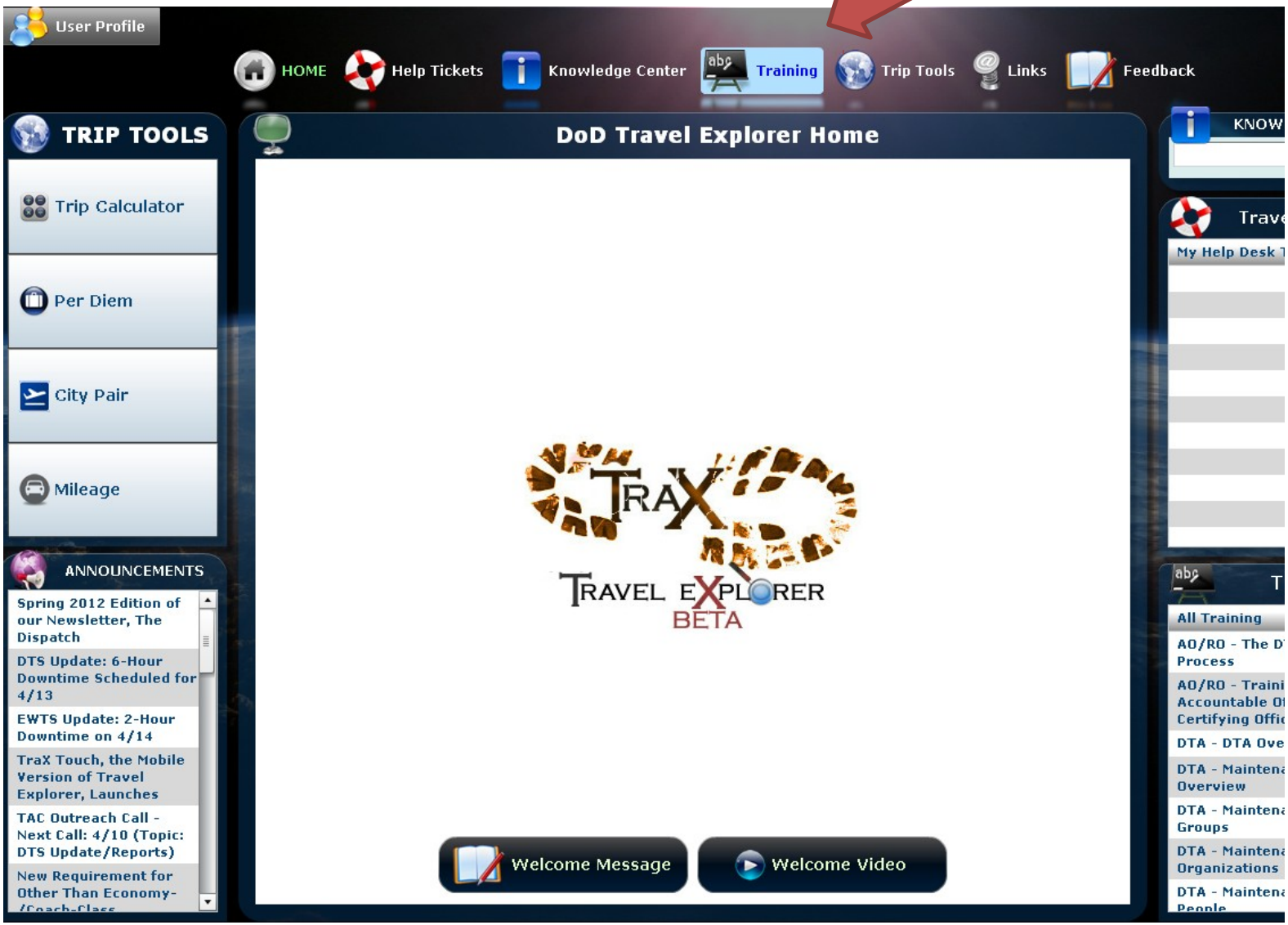
Accessing COL Training:
http://www.defensetravel.dod.mil/index.cfm

Training for Accountable Officials and Certifying Officers

http://w _for_AO
s_and_C

Log in to Passport by entering your e-mail address and password, and then select **Password Login. Once you have created a login and password, you may access Passport by selecting CAC Login to validate your common access card (CAC).**

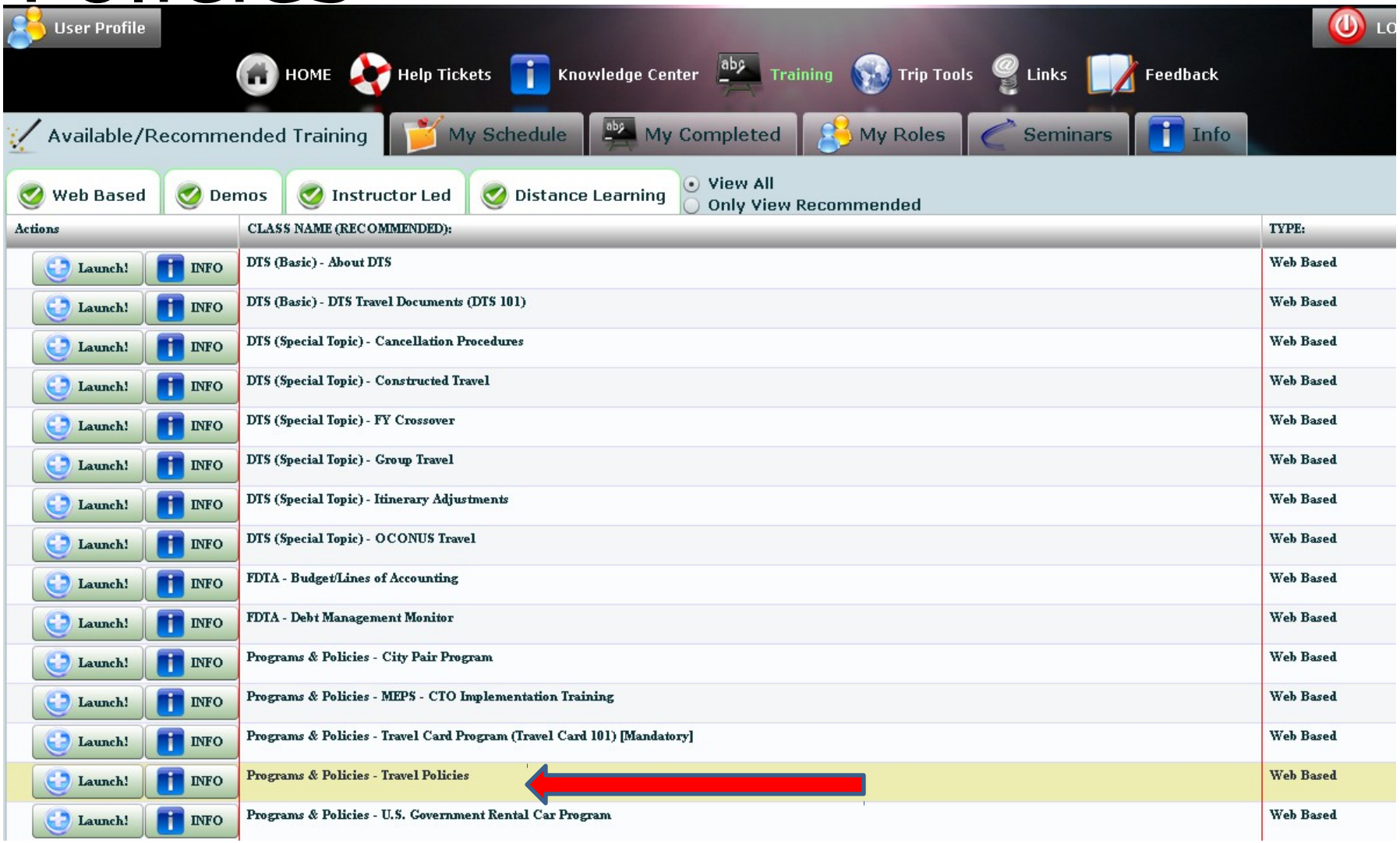
TRAX Homepage COL



COL – select “Initial” or “Refresher”

HOME
Help Tickets
Knowledge Center
Training
Trip Tools
Links
Feedback
Available/Recommended Training
My Schedule
My Completed
My Roles
Seminars
Info
Web Based
Demos
Instructor Led
Distance Learning
View All
Only View Recommended
COL
Actions
CLASS NAME (RECOMMENDED):
TYPE:
Launch!
INFO
AO/RO - The DTS Approval Process
Web Based
AO/RO - Training for Accountable Officials and Certifying Officers (COL)
Web Based
DTA - DTA Overview
DTA - Maintenance Tool: An Overview
DTA - Maintenance Tool: Groups
DTA - Maintenance Tool: Organizations
DTA - Maintenance Tool: People
DTA - Maintenance Tool: Routing Lists
DTA - Reports
Welcome to the Training for Accountable Officials and Certifying Officers (TAOCO).
THERE ARE TWO VERSIONS OF THIS CLASS.
1. TAOCO (Initial COL)
This class familiarizes new Accountable Officials and Certifying Officers with their duties and responsibilities.
You can expect to take an average of 105 minutes to complete this class and the assessment.
Launch Initial Class
2. TAOCO (Annual COL Refresher)
This class serves as annual training for currently serving Accountable Officials and Certifying Officers who review documents in DTS.
You can expect to take an average of 30 minutes (plus exercise time) to complete this class and the assessment.
Launch Refresher Class

Programs & Policies – Travel Policies



DTS Support
=
Unit

- Tier I
  - Self Help (www.defensetravel.dod.mil)
  - The person next to you
  - Admin Chief/ODTA
  - “Next” Higher Headquarters

DTS Support cont.

- Tier II
  - MSC ODTA contacts MFR Program Office
    - Correct problems in the system
    - Contact Tier III if problem cannot be corrected
- Tier II.1 Marine Corps Support Team
  - MFR Program Office contacts MCSpt Team
- Tier III
  - Travel Assistance Center (TAC)
    - ONLY - MFR Program Office should contact TAC

Refresh Your DTS Knowledge

- http://www.defensetravel.dod.mil/Training/DTS/Training_Main.cfm